

<b>Title</b>	<b>Describe and complete documentation for the Trade Information and Catch Documentation Scheme</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people working in a seafood operation.</p> <p>People credited with this unit standard are able to: describe the Trade Information Scheme and Catch Documentation Scheme; and complete and validate a Trade Information and Catch Documentation Scheme Statistical Document.</p>
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<b>Classification</b>	Seafood > Seafood Risk Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All evidence presented in this unit standard must be in accordance with:
  - Workplace procedures;
  - Animal Products Act 1999
  - Fisheries Act 1996
  - Health and Safety at Work 2015; and any subsequent amendments.
  
- 2 Definitions
 

*Authorised validator* refers to those persons who have been approved by the Ministry for Primary Industries to validate Trade Information and Catch Documentation Scheme Statistical Documents.

*International Fisheries Organisations (IFOs)* refer to organisations such as, the International Commission for the Conservation of Atlantic Tunas (ICCAT), the Inter-American Tropical Tuna Commission (IATTC), the Indian Ocean Tuna Commission (IOTC), and the Western and Central Pacific Fisheries Commission (WCPFC).

*Trade Information and Catch Documentation Scheme* refers to the scheme for the conservation of various fish species for the purpose of the cooperative management of the species.

*Statistical Document* refers to the authorised forms that are used to document the statistical data, such as the Commission for the Conservation of Southern Bluefin Tuna (CCSBT) Statistical Document, the New Zealand Fish Export Statistical Document and other statistical documents as required by IFOs.

*Workplace procedures* refer to the policies and procedures set out in a verbal or written form by the employer or organisation. Procedures must be consistent with current legislative requirements and manufacturer's recommendations or instructions where relevant.

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## Outcomes and performance criteria

### Outcome 1

Describe the Trade Information Scheme and Catch Documentation Scheme.

#### Performance criteria

- 1.1 Describe the IFOs involved in Trade Information and Catch Documentation Schemes.
- Range development, purpose, reason.
- 1.2 Describe the Trade Information and Catch Documentation Scheme.
- Range species the scheme applies to, specific requirements, purpose, information needed to be collected.
- 1.3 Describe the process for verification of the information required by the Trade Information and Catch Documentation Scheme.
- Range company, Ministry for Primary Industries, Importing Country, IFO.
- 1.4 Describe the functions and responsibilities of the authorised validator under the Trade Information and Catch Documentation Scheme.
- Range role, validation of data, ethical considerations, documentation management, process on termination of validation role.
- 1.5 Describe the consequences of errors associated with the Trade Information and Catch Documentation Scheme statistical documentation.

### Outcome 2

Complete and validate a Trade Information and Catch Documentation Scheme Statistical Document.

Range one of – Catch Monitoring Form, Fish Export Statistical Document.

#### Performance criteria

- 2.1 Confirm the requirements for the species for which the Statistical Document is being completed.
- 2.2 Complete the required fields in the Statistical Document.
- 2.3 Validate the information against the Licensed Fish Receiver landing data and the fishing vessel landing data.
- 2.4 Sign the Statistical Document as required.

- 2.5 Verify the information against the Licensed Fish Receiver return data.
- 2.6 Send the completed forms to all required recipients.
- 2.7 Store Trade Information and Catch Documentation Scheme Statistical Documents.

<b>Planned review date</b>	31 December 2028
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 June 2000	31 December 2020
Review	2	20 April 2006	31 December 2020
Revision and Rollover	3	25 January 2008	31 December 2020
Review	4	19 September 2008	31 December 2020
Review	5	24 January 2019	N/A
Rollover	6	29 February 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0123
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact the Muka Tangata - People, Food and Fibre Workforce Development Council [qualifications@mukatangata.nz](mailto:qualifications@mukatangata.nz) if you wish to suggest changes to the content of this unit standard.